

Mississippi Department of Education
Office of Student Assessment
Questions and Answers for the 2022 ELPT – Amendment 2
RFx # 3120002391
March 22, 2022

1. (RFP pages 22-23, 25, 29, and 35; Contractor Prerequisites, Deliverables, Minimum Qualifications and Evaluation Criteria)

It appears from the directions on RFP page 29 regarding organization of the proposal, that the Section 4 Minimum Qualifications section should be addressed within the Component 1 – Technical Factors section of the proposal. However, the evaluation criteria on page 35 of the RFP indicates that the Minimum Qualifications will be evaluated under both the Technical (blind) factor and the Management factor. Should vendors repeat our response to Section 4 Minimum Qualifications under Component 2 – Management Factors, as well?

In the UNREDACTED proposal (Notebook One), the section components must be clearly distinguished as follows:

1. Cover Page (Appendix A)
2. Component 1 – Technical Factors
 - a. Tab 1 – Cover Letter and Management Summary
 - b. Tab 2 – Production/Detailed Service Plan
3. Component 2 – Management Factors
 - c. Tab 3 – Resumes for Key Personnel
 - d. Tab 4 – References
4. Component 3 – Cost Data
 - e. Tab 5 – Price of services must be included with a complete budget narrative
5. Component 4 – Other
 - f. Tab 6 – Required signed attachments and Forms
 - g. Tab 7 – Additional, relevant information (e.g., sample score report, Test Coordinator Manual, Test Administration Manual)

In the REDACTED proposal (Notebook Two), only the following component is included:

- Component 1 – Technical Factors (Blind)
- a. Tab 1 – Cover Letter and Management Summary
 - b. Tab 2 – Production/Detailed Service Plan

All vendor-identifying information must be removed. (Refer to pages 28-29, 57-58)
Proposals containing vendor-identifying information will be disqualified from review and award consideration.

It is fine to repeat any aspect of Technical Requirements in the Management Factors; however, Section 4, 1.e on page 25 is the only Minimum Qualification that relates to Technical Requirements per page 35.

From page 25, Section 4, 1.e: The Offeror must provide a detailed plan describing how the scope of services will be planned, implemented, and achieved.

2. (RFP pages 22-23, 25, 29, and 35; Contractor Prerequisites, Deliverables, Minimum Qualifications and Evaluation Criteria)

In a similar manner, where in the proposal should vendors respond to Section 2.2 Contractor Prerequisites and 2.3 Deliverables? Should this response be included in both Component 1 – Technical Factors and Component 2 – Management Factors?

1. COVER PAGE Proposal Cover Sheet (Appendix A)

2. COMPONENT 1 - TECHNICAL FACTORS

- a. Tab 1 – Cover letter and Management Summary must provide the MDE a summary of the Offeror's philosophy for providing the specified services.
- b. Tab 2 – Production/Detailed Service Plan shall provide clear and concise plan of action to encompass the minimum qualifications, implementation, deliverables, and expected outcomes/results to achieve the scope of work. Any required information that is omitted and not addressed in the minimum qualifications section will disqualify submission and will not be considered for an award.

3. COMPONENT 2 - MANAGEMENT FACTORS

- c. Tab 3 – Resumes for Key Personnel must include qualifications and experiences for all key personnel assigned to this project.
- d. Tab 4 – References must meet the requirements as set forth in the References section. (See Section 3)

4. COMPONENT 3 – COST DATA

- e. Tab 5 – Price of services must be included with a complete budget narrative (see the ELPT Budget Summary Form in Appendix H.)

5. COMPONENT 4 – OTHER

- f. Tab 6 – Required signed attachments and forms (Amendment (Q&A), if applicable).
- g. Tab 7 – Any additional relevant information, such as a sample score report, a Test Coordinator Manual, and a test administration manual. Please include this at the back of the notebook under Tab 7.

From page 35, Analysis Phase #2:

Technical (Weight/Value – 33 %) – The quality and completeness of the Offeror's solutions and action plans for providing the core services identified in the solicitation, demonstrating responsiveness, understanding, effectiveness, efficiency, and value to the Board in a proposed approach; provide a documented record of past performance of providing similar services. See Section 2.1 for Scope of Services requirements; 2.2 Contractor Prerequisites; 2.3 Deliverables; Section 4 Minimum Qualifications, (1.e); and 5.2 Submission Requirements, Component 1.

3. (RFP pages 22-23, 25, 29, and 35; Contractor Prerequisites, Deliverables, Minimum Qualifications and Evaluation Criteria)

Follow up question: if these additional areas need to be included under Component 2 – Management Factors, where should they be included? Per the directions on page 29, there are currently only 2 tabs in Component 2 (Tab 3 – Resumes and Tab 4 – References).

Refer to the responses to both question #1 and question #2.

Additional Information:

Amendment 2: ELPT RFP Pre-Proposal Conference

“ELPT REF Proposal: Submission Process and Redaction”

Recorded on March 18, 2022

Click below to watch the recording.

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